

Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer

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Cofnodion Ebrill 16eg 2024 / Minutes 16th April 2024

Cyfarfod y Cyngor / Meeting of the Council

Present: Cllr Kim Ellis (Chair), Cllr Jasmine Kelly (Vice-Chair), Cllr Idris Bowen, Cllr Bronwyn Griffith and Cllr Jackie Jewett

Also in attendance: Vikki Teasdale (Clerk/RFO)

Members of the Public – Three

	<u>Agenda Item/Discussion - Eitem Agenda/Trafodaeth</u>	<u>Action/Resolution/Update/Acknowledgement</u> <u>Mae prif benderfyniadau'r Cyngor hefyd yn cael eu rhoi yn Gymraeg</u>
1.	To confirm that a Quorum of elected members is present / I gadarnhau bod cworwm o aelodau etholedig yn bresennol	RESOLUTION A quorum was confirmed by the Chair PENDERFYNIAD Cadarnhawyd cworwm gan y cadeirydd
2.	Apologies/Ymddiheuriadau (LG Act 1972 Sch 12 par 20) To accept apologies and consider approving reasons for absence/Derbyn ymddiheuriadau ac ystyried cymeradwyo rhesymau dros absenoldeb	RESOLUTION Council resolved to receive and accept apologies from Cllr Wil Morris PENDERFYNIAD Derbyniwyd ymddiheuriadau gan y Cyng Wil Morris Apologies for absence were also received from C. Cllr Roberts
3.	Declarations of Interest/Datgan Buddiannau LG Act 2000 s50 Local Authorities (Wales) Order 2008/788 To disclose personal and financial interest in items of business listed below/Datgan diddordeb personol ac ariannol yn y materion wedi eu rhestru isod	Cllr Kim Ellis declared an interest in agenda item no. 12.3 by reason of being a trustee of the Children's Playing Field Trust. It was accepted that the interest was not prejudicial.
4.	Minutes/Cofnodion (LGA 1972, Sch 12 par 41(1)) To receive, approve and sign as a correct record the minutes of the Council meeting held on 19 th March 2024	RESOLUTION Council resolved that the minutes of the meeting held on 19 th March 2024 be accepted and signed by the Chair as a true record PENDERFYNIAD Derbyniwyd cofnodion y cyfarfod a gynhaliwyd Mawrth 19fed. 2024 fel cofnod cywir
5.	Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960	No recommendation received for the exclusion of the press or public during any agenda items
Following a request made on behalf of a resident in attendance, members agreed for the update on progress made to reinstate the basket swing (Agenda item 12.3) be provided as the next item with the numbering of the minutes subsequently differing from the numbering within the published Agenda		

6.	<p>Health and Safety – Reinstatement of Basket Swing, Trefriw Play Park (formerly item 12.3)</p> <p>Council received updates both from Cllr Bowen and a Play Park Trustee advising that a meeting had yet to be agreed between Conwy CBC and the Trustees and there were still differing opinions on how to reinstate the equipment to comply with current safety standards. The Trustee in attendance was keen for the Community Council to purchase the replacement parts ahead of any meeting taking place, however, it was highlighted that this would be a high-risk strategy, with a sizeable outlay, without a way forward agreed by all parties. It was accepted that a meeting between the Community Council, Conwy CBC and the Trustees should be sought at the very earliest opportunity to reach a workable solution.</p>	<p><u>ACTION</u> Clerk to liaise with C. Cllr Roberts to seek to arrange a meeting between the Community Council, Conwy CCBC and the Play Park Trustees in order to reach agreement on how to reinstate the basket swing</p> <p><u>ACTION</u> Agenda item for May</p>
7.	<p>Chair’s Announcements/Cyhoeddiadau'r Cadeirydd</p> <p>The Chair confirmed to members that the Clerk would be on annual leave on 25th and 30th April 2024</p>	
8. 8.1 8.2 8.3 8.4 8.5	<p>Finance/Cyllid</p> <p>8.1 Council to acknowledge scrutiny and acceptance of the financial transactions, and supporting invoices, as either previously made or to be made and formally detailed within Appendix 1.</p> <p>8.2 Council to discuss and question as required all financial transactions as detailed within Appendix 1 to also include the additional invoice from Conwy CBC for skip provision, as circulated by the Clerk. Council moved to vote and it was unanimously agreed that all transactions within Appendix 1 and the additional payment of £1,320 to Conwy CBC be deemed as approved and the Clerk was authorised to make the outstanding payments</p> <p>8.3 Council to acknowledge scrutiny and acceptance of the previously circulated statements and corresponding reconciliations for (i) HSBC Charitable Account for March 2024 (ii) HSBC Business Manager for 2023/24, Quarter 4 (iii) PSDF TCC Investment Account for 2023/24, Quarter 4 – the Chair invited members to raise any questions on the documents</p> <p>8.4 Council to acknowledge scrutiny and acceptance of the 2023/24 Financial Year End Current and Deposit Account Cashbooks, Appendices 1.1 and 1.2. The Chair invited members to raise any questions on the documents but none were deemed necessary</p> <p>8.5 Council formally received the Year End Budget Statement for 2023/24, Appendix 1.3. Within the appendix the Clerk had provided some narrative, specifically highlighting to members the more substantial underspends and the recommendations to carry over the monies held within budget lines 18 and 24 to meet the delayed expenditure. The Clerk also highlighted the three overspends with monies being transferred from those budget lines where the underspends were not ringfenced to offset the overspends.</p>	<p>No objections or concerns were made in respect of the contents of Appendix 1 and the document was accepted</p> <p><u>RESOLUTION</u> Council resolved to approve and authorise all transactions as reported by the Clerk within Appendix 1 together with the one additional payment of £1,320 to Conwy County Borough Council</p> <p><u>PENDERFYNIAD</u> Cymeradwywyd ac awdurdodwyd yr holl drafodion a manylwyd gan y Clerc yn Atodiad 1, ynghyd ag un daliad ychwanegol o £1,320 i Cyngor Bwrdeistref Sirol Conwy</p> <p><u>RESOLUTION</u> Council accepted the documents as previously circulated and no observations or concerns were raised</p> <p><u>PENDERFYNIAD</u> Derbyniwyd y dogfennau a ddosbarthwyd yn flaenorol ac ni chodwyd unrhyw sylwadau na phryderon</p> <p><u>RESOLUTION</u> Council accepted the 2023/24 Cashbooks and no observations or concerns were raised</p> <p><u>PENDERFYNIAD</u> Derbyniwyd Llyfrau Arian 2023/24, ac ni chodwyd unrhyw sylwadau na phryderon</p> <p><u>RESOLUTION</u> Council accepted the 2023/24 Year End Budget Statement and agreed the Clerk’s recommendation to carry forward monies against budget lines 18 and 24 and use the underspends not ringfenced to offset the overspends</p> <p><u>PENDERFYNIAD</u> Derbyniwyd Datganiad Cyllideb Diwedd Blwyddyn 2023/24, a chytunwyd ar argymhelliad y Clerc i gario</p>

8.6	Council formally received and reviewed the Asset Register as at 31 st March 2024, Appendix 1.4	arian ymlaen yn erbyn llinellau cyllideb 18 a 24 a defnyddio'r tanwariant nas neilltuwyd i wrthbwysu'r gorwariant. RESOLUTION Council resolved to agree the Asset Register SUBJECT to the inclusion of the festive lights purchased in September 2023 PENDERFYNIAD Cytunwyd ar y Gofrestr Asedau YN AMODOL ar gynnwys y goleuadau Nadolig a brynwyd ym mis Medi 2023
8.7	Council formally received and reviewed the Schedule of Allocated Reserves as at 31 st March 2024, Appendix 1.5	RESOLUTION Council resolved to agree the Schedule of Allocated Reserves with no amendment deemed necessary PENDERFYNIAD Cytunwyd ar y Rhestr o Gronfeydd Wrth Gefn a Ddyrannwyd heb unrhyw newidiadau
8.8	The Clerk advised members that Iona Edwards had confirmed their continued appointment as internal auditor. The Clerk was in the process of finalising the Annual Return and supporting documents and these would be delivered to the accountant's office next week. The internal audit would need to be completed no later than 24 th May so that the Clerk could adhere to the prescribed timescales.	
9.	Correspondence / Gohebiaeth Correspondence for March / April 2024 as distributed throughout the month and required to be noted. The Chair invited members to raise any observations or concerns regarding any items of correspondence as referred to in Appendix 2	RESOLUTION Council raised no observations or concerns and Appendix 2 was accepted PENDERFYNIAD Ni chodwyd unrhyw sylwadau na phryderon a derbyniwyd Atodiad 2
10.	Planning Applications / Ceisiadau Cynllunio Council to consider any applications received from Conwy CBC or Snowdonia National Park Authority (SNPA) as either detailed below or circulated prior to the meeting	ACTION Standing Agenda item None received
11.	County Councillor Report / Adroddiad y Cynghorydd Sir A brief report to be provided by C. Cllr. Elizabeth Roberts on matters of importance and interest to the communities of Trefriw and Llanrhychwyn	None received - C. Cllr Roberts not in attendance as per apologies recorded at item 2
12. 12.1 12.1.1 12.1.2	Working Group Updates to Council / Diweddariadau Gweithgorau i'r Cyngor <u>Village Hall Working Group (VHWG) update:</u> Members acknowledged the correspondence from Cleaner Care Ltd regarding the nominal monthly increase of £3.75, making the cost £46.25 per clean, which the Clerk confirmed still fell within budget. It was agreed to accept the same. In line with Council's commitment to reduce its consumption of single use plastic, it was formally agreed that, wherever possible, cleaning products used within the Hall, would be plastic free. This would further reinforce Council's commitment to creating a plastic free community.	ACTION Standing Agenda Item RESOLUTION Council resolved to accept the increased cleaning charges with a monthly clean now rising to £46.25 PENDERFYNIAD Derbyniwyd y codiad yn y costau glanhau, gyda thaliad misol bellach yn codi i £46.25 RESOLUTION Council resolved that all cleaning products used in the Hall would, as far as is possible, be plastic free PENDERFYNIAD Penderfynwyd y byddai'r holl nwyddau glanhau a ddefnyddir yn y Neuadd, cyn belled ag y bo modd, yn rhydd o blastig

<p>12.1.3</p> <p>12.2</p> <p>12.2.1</p> <p>12.3</p>	<p>Members reconsidered the proposal to install fold down metal barriers to prevent unauthorised parking on the Hall’s driveway, however, it was agreed that given the costs involved this was not a viable solution. It was agreed that the current metal post and plastic chain at the mouth of the drive was a good deterrent, however, the issue that needed to be addressed was to prevent access being obtained via the neighbouring property’s driveway. Based on minimising any further costs, it was agreed to install sockets into the ground to enable the plastic parking posts, already purchased, to be inserted to prevent vehicular access from the side but still allow pedestrian access.</p> <p><u>Cemetery Working Group (CWG) update:</u></p> <p>Cllr Bowen confirmed that some better weather conditions had allowed the contractor to continue to work on creating the ramp within the cemetery extension so work was once again progressing. During the onsite meeting, the contractor had identified that more slate chippings needed to be laid along the central access and further that the cemetery gates needed lifting as they were scraping the ground. The contractor had confirmed that they would be able to undertake the work with Council agreeing for an indicative quote to be requested together with timescales for the work to be completed for Council’s further consideration at the next meeting.</p> <p><u>Village Hall Community Group (VHCG) update:</u></p> <p>Cllr Bowen advised that the Trustees were working on getting the new Village Hall charity established (CIO) and a further update would be provided at the May meeting. Cllr Bowen emphasised that the Community Council would need to take legal advice on creating a lease between Council and the new CIO, with Council retaining repairing and insuring obligations.</p>	<p><u>RESOLUTION</u> Council resolved to agree the proposal to install sockets into the ground and use plastic parking posts to seek to prevent further unauthorised parking at the Village Hall</p> <p><u>PENDERFYNIAD</u> Cytunwyd ar y cynnig i osod socedi yn y ddaear a defnyddio pyst plastig i geisio atal rhagor o barcio anawdurdodedig yn Neuadd y Pentref.</p> <p><u>ACTION</u> Cllr Bowen to oversee the works</p> <p><u>ACTION</u> Cllr Bowen to obtain an indicative quote for works required to (i) replenish the slate chippings to the existing central access and (ii) lift the main gates to prevent both damage and provide easier access to the Cemetery</p> <p><u>ACTION</u> Agenda item for May</p>
<p>13.</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p>	<p>Health and Safety / Iechyd a Diogelwch</p> <p>Council to receive verbal updates where issues raised during the routine health and safety inspection reports needed to be highlighted and/or discussed.</p> <p>Cllr Kelly advised that there were two issues in relation to the community field:</p> <ul style="list-style-type: none"> - a tree growing sideways that is now a trip hazard - a query over the stock fencing which appears to chop off a parcel of land believed to originally formed part of the community field; it was agreed that initial enquiries be made of NRW regarding the stock fencing before further action is considered. <p>No further issues highlighted.</p> <p>Item already discussed as per minute no. 6</p> <p>Cllr Bowen confirmed that a meeting had taken place with C. Cllr Roberts at the all-abilities footpath but no approach had currently been made to Conwy CBC to seek solutions on how to provide a long-term solution to remedy the current flooding damage and limit future issues. Some members were aware of the 2018 Deed of Grant giving NRW the right to flood the path although it was questioned as to whether this would</p>	<p><u>ACTION</u> Standing Agenda Item</p> <p><u>ACTION</u> Cllr Griffith to investigate the works needed to remove the tree within the community field, currently a trip hazard</p> <p><u>ACTION</u> Clerk to make initial enquiries of NRW regarding the stock fencing that has been erected considered inside of the field boundary</p> <p><u>ACTION</u> Cllr Griffith to make preliminary enquiries as to the implications of the Deed of Grant</p> <p><u>ACTION</u> Agenda item for May meeting</p>

<p>13.5</p>	<p>absolve NRW from undertaking flood damage repairs. Cllr Bowen advised that currently the footpath could not be considered all-abilities and Council would need to consider how to resolve the situation with members agreeing to initially seek professional advice over the Deed of Grant to establish the legal position.</p> <p>Cllr Kelly referred members to the communication received from Hunter Garden Services providing a recommendation on what work would be required to retain the use of the wooden bench within the community field. Members confirmed agreement to the recommended works agreeing the expenditure of £500, as quoted. The Clerk advised that the works had not been anticipated when setting the budget and monies to meet the expenditure would need to be taken from general reserves.</p>	<p>RESOLUTION Council resolved to accept the recommendation of Hunter Garden Services and instruct the remedial works to the bench with the monies required to meet the unforeseen expenditure to be taken from general reserves</p> <p>PENDERFYNIAD Penderfynwyd derbyn argymhelliad Hunter Garden Services a chyfarwyddo'r gwaith adfer i'r fainc gyda'r arian sydd ei angen i gwrdd â'r gwariant nas rhagwelwyd i'w gymryd o'r cronfeydd wrth gefn cyffredinol.</p> <p>ACTION Clerk to formally instruct Hunter Garden Services to undertake the remedial works to the bench as per the recommendation</p>
<p>14. 14.1 14.2</p>	<p>Village Improvements / Gwelliannau Pentrefol</p> <p>No remedial action and/or improvements were identified by members</p> <p>Cllr Kelly confirmed that grant funding application made to the UK Shared Prosperity Fund to replace the existing Places of Interest sign had been successful on the basis that the replica board was produced bilingually which would result in a bigger board being required at an additional cost of £400. Members considered the wording of the existing board agreeing it only necessary for the sign's title and reference to the cemetery needing to be bilingual. On this basis, Council instructed Cllr Kelly/Clerk to accept the offer of funding subject to obtaining the funders' agreement that the board would be predominately in Welsh with limited translation and then to proceed to commission the works with Momo Signs. Cllr Kelly confirmed that they would obtain a mock-up of the proposed new sign and would circulate this to members before the final design was agreed</p>	<p>ACTION Standing Agenda item</p> <p>RESOLUTION Council resolved to accept the UK Shared Prosperity Fund grant funding for the replica Places of Interest Sign <u>SUBJECT</u> to agreement that the board would be reproduced predominately in Welsh</p> <p>PENDERFYNIAD Penderfynwyd derbyn arian grant Cronfa Ffyniant Gyffredin y DU ar gyfer yr atgynhyrchiad o'r arwydd 'Leoedd o Ddiddordeb', YN AMODOL ar gytundeb i gynhyrchu'r bwrdd yn Gymraeg yn bennaf.</p> <p>ACTION Cllr Kelly/Clerk to seek agreement from CVSC to the predominant use of Welsh on the replacement sign before commissioning a replica from Momo Signs North Wales</p>
<p>15.</p>	<p>Councillor/Clerk Training / Hyfforddiant Cynghorwyr/Clerc</p> <p>Cllr Jewett had completed the OVW online training modules and was also registered for the OVW New Councillor Induction training module on 4th June</p>	<p>ACTION Standing Agenda Item</p>
<p>16. 16.1</p>	<p>External Meetings/Webinars / Cyfarfodydd Allanol/Weminarau</p> <p>Cllr Kelly confirmed a meeting had taken place with Robin Millar, MP following Council's success in obtaining grant funding for the new roundabout as Mr Millar was gathering feedback on the application process and general experience to share with the relevant Whitehall Department. Cllr Kelly said that the meeting had also provided an opportunity to give an overview of other work and projects currently being undertaken by the Community Council.</p>	<p>ACTION Standing Agenda Item</p>

16.2	The Clerk advised that there were no imminent external meetings/webinars to consider	
17.	Community Engagement /Ymrwymiad Cymunedol Council noted that the next Community Coffee Morning would on be 9 th May	<u>ACTION</u> Standing Agenda Item
18. 18.1	Governance Council formally received and reviewed the draft 2023/24 Annual Report, Appendix 4, and agreed that the same be adopted with no amendments required	<u>RESOLUTION</u> Council agreed to formally adopt the 2023/24 Annual Report as drafted <u>PENDERFYNIAD</u> Cytunwyd i fabwysiadu'n ffurfiol Adroddiad Blynyddol 2023/24 fel y'i drafftiiwyd <u>ACTION</u> Clerk to submit the report to Cyfieithu Cymunedol for translation
18.2	Council formally received and reviewed the updated Flexible Working Policy, Appendix 5, agreeing the amendment to page 5 regarding the updated statutory right to request flexible working	<u>RESOLUTION</u> Council agreed to formally adopt the updated Flexible Working Policy <u>PENDERFYNIAD</u> Cytunwyd i fabwysiadu'n ffurfiol diweddariad y Polisi Gweithio Hyblyg
19.	Community Skips The Clerk advised that investigations were still ongoing to scope alternative ways in which the Community Council could provide a skip for residents with no real update although there was some speculation that Bryson Recycling may take over the service from CCBC but this had yet to be confirmed. Alternatively, Hogan Skips could supply a commercial sized skip, however, the projected costs would mean this would reduce the frequency to no more than once every three months.	<u>ACTION</u> Agenda item for May meeting
20.	Next Month's Agenda / Agenda'r Mis Nesaf The following additional items were proposed and accepted for Council's next meeting: - No items proposed as all presently covered by the actions agreed	<u>ACTION</u> Any further items to be presented for consideration and/or ancillary papers in support to be received by the Clerk no later than <u>Friday, 3rd May 2024</u>
21.	Next Meeting of the Community Council / Cyfarfod Nesaf y Cyngor Cymuned	<u>RESOLUTION</u> Council resolved that the next meeting would be held at 7pm on <u>Tuesday, 14th May 2024</u> at Trefriw Village Hall <u>PENDERFYNIAD</u> Cynhelir cyfarfod nesaf y Cyngor ar <u>Ddydd Mawrth, 14eg. o Fai 2024</u> am 7yh yn Neuadd y Pentre, Trefriw

(The meeting closed at 20:45)